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RICHARD ECKSTROM, CPA
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SC BUDGET AND CONTROL BOARD

Division of General Services
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November 23, 2010

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in the Charleston County area with a preference for a downtown location. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the state which may meet the criteria.

All proposals must be received by the Division of General Services, Real Property Services before 5:00 PM, December 10, 2010.

After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

All inquiries regarding this lease solicitation should be directed to Michelle Phillips via email at mphillips@gs.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://www.gs.sc.gov/sb-ps/leasing/LS-leaseproced.phtm>.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

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REQUEST FOR LEASE PROPOSAL FOR SC DEPARTMENT OF INSURANCE

OFFICE SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA

- Expected occupancy date: March 1, 2011
- Total rentable square feet 1,059 square feet +/-
- Ideal facility would include, but is not limited to:
 - * 5 individual offices:
 - 1 – 168 square feet +/-
 - 1 – 156 square feet +/-
 - 1 – 108 square feet +/-
 - 1 – 117 square feet +/-
 - 1 – 90 square feet +/-
 - * 1 conference room 190 square feet +/-
 - * 1 reception area 176 square feet +/-
 - * 1 file/work room 54 square feet +/-
- Space must be ADA compliant
- 5 parking spaces must be provided
- 3 year term (preferred)
- A downtown Charleston location is preferred but not required

STATE REQUIREMENTS

- Standard State lease must be used – a copy is available upon request
- Property must be barrier free, hazard free and smoke free
- Property must meet zoning requirements for proposed use
- Economical and efficient space utilization

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PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Division of General Services, Real Property Services by 5:00 p.m. on December 10, 2010
- All proposals must be in writing and may be submitted by mail or email (it is agent's responsibility to ensure receipt)
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard
- Proposal should be for a GROSS lease to include all operating expenses (utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.)
- Proposal must disclose the rate per square foot allocated for operating expenses. (Used to compare proposals.)
- Please specify whether operating expenses are subject to increases. If the proposal is submitted with the Tenant being responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.
- Unless express exception is taken with regard to this requirement, any proposal will be for a gross lease and will include all referenced expenses. If GROSS lease is not possible, submit an estimate of utility costs for property.
- Please attach a proposed floor plan

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the proposed lessee agency. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

MICHELLE J. PHILLIPS
SC BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1200 SENATE STREET, SUITE 460
COLUMBIA, SC 29201
PHONE: 803-734-6062 FAX: 803-737-0592
EMAIL: MPHILLIPS@GS.SC.GOV